

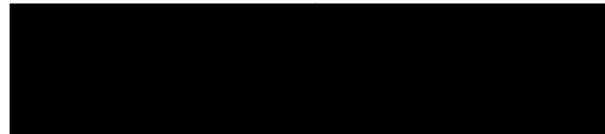
11 August 1975

MEMORANDUM FOR: Acting Deputy Director for Administration
SUBJECT: Office Copiers

1. For more than a year, the Records Administration Branch, ISAS, with assistance from the Systems Staff, P&PD, has been developing a program for managing the Agency's copiers. Now that a data base has been established and procedures developed, it is recommended that the Office of Logistics take full control of this effort so that Records Administration Branch can devote its limited resources to its primary responsibility for managing the Agency's records systems and conducting records surveys.

2. A chronology of events relating to the copier problem and a list of items which, in my opinion, is essential to a successful program are attached for your information and consideration.

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Chief, Information Systems Analysis Staff

Attachments:

1. Activities That are Essential to a Copier Management Program
2. Report on Office Copiers